

**Scope of Work**

**United States Embassy Kyiv  
Facility Maintenance Section**

**4 Igor Sikorsky Street**

**Kyiv 04112**

**Ukraine**

**Scope of Work  
(SOW)**

**MODIFICATION OF WALKWAY**

**Date: March 2016**

## **Scope of Work**

### **Table of Contents**

#### **1.0 General**

##### **1.1 Introduction**

##### **1.2 Background**

##### **1.3 Objectives**

##### **1.4 Scope**

##### **1.5 Contract Type**

##### **1.6 Place of Performance/Hours of Operation**

##### **1.7 Period of Performance**

##### **1.8 Security**

##### **1.9 Points Of Contact**

##### **1.10 Key Personnel**

##### **1.11 Quality Control**

#### **2.0 Definitions**

#### **3.0 Government Furnished Items**

#### **4.0 Contractor Furnished Items**

#### **5.0 Status Reporting**

#### **6.0 Inspection and Acceptance**

## **Scope of Work**

### **1.0 General**

This Scope of Work (SOW) is for the modification and construction of a portion of a walkway between the Main CAC and the Parking Area at the USG Owned Property known as US Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.

### **1.1 Introduction**

The U.S. Embassy in Ukraine has need of qualified contractor to add a walkway, approximately 35 meters in length at the USA Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine. This project requires an experienced construction contractor to design and execute the job. The area is paved with the stone gravel now.

### **1.2 Background**

The existing walkway is located inside the parking structure. It is very narrow and is considered as a safety hazard for the embassy personnel using it.

### **1.3 Objectives**

The objective of this contract is to perform a work that will result in a new portion of a walkway. Minimum two years warranty must be provided for workmanship. The contractor should use materials with the manufacturer's warranty of not less than two years.

### **1.4 Scope**

- 1.4.1 Prepare a schedule for the work to be accomplished in a manner that satisfies the schedule requirement specified under section 1.7 of this Scope of Work. Contact the Contracting Officer Representative (COR) for schedule approval.
- 1.4.2 Prepare a material list and purchase the materials required to complete the work prior the first day of work depicted on the schedule. Have the materials present at the work location prior the first work day.
- 1.4.3 Prepare the work area where the works will be performed by protecting it from access by unauthorized persons.
- 1.4.4 Cut through two areas of the existing low concrete wall. The locations and the width of the cuts are shown on the attached Figure 1. Finish the cut areas to match the low wall finished surfaces. The existing interior wall mounted aluminum handrail system portions must be removed and reused as a top railing of the new portion of the handrails. Holes in the wall surface left from the anchor bolts must be patched to match the wall finish.

## **Scope of Work**

- 1.4.5 Within the newly cut openings provide necessary number of steps between the interior floor of the garage parking structure and newly constructed concrete walkway. The height of the step riser should not be more than 15 cm. Steps should not create an obstacle for the personnel, using the existing staircase. Suggested, but not mandatory, steps configuration is shown on the Figure 1. Steps finish should match the finish of the walkway.
- 1.4.6 Provide a concrete walkway, matching the design of the existing concrete walkway from the Main CAC to the parking structure. The size and location of the walkway to be constructed is shown on the Figure 1. The length of the walkway needs to be verified by the contractor. There are storm drainage manhole and the drainage water receptacle at the area, where the walkway is going to be constructed. Both items must remain in place; their elevations must not be altered. Storm drainage system must remain in fully operable condition. The walkway slopes and elevation must provide good drainage into the existing storm drainage receptacle, thus preventing possible ice build-up during cold seasons.
- 1.4.7 Provide aluminum handrails system along the side of the walkway opposite to the parking garage structure. Handrails must reuse the handrails elements, previously removed from the concrete wall and match the type of the handrails system, installed at the walkway from the Main CAC to the Garage Parking Structure.
- 1.4.8 Remove any debris daily and dispose them in accordance with the local laws. The Contractor should protect all existing surfaces and equipment in the area of work. Protection materials should be provided by the contractor. The contractor will repair or replace at his own cost if anything damaged due to the negligence of the contractor.
- 1.4.9 Repair or replace all defective and non-conforming work as directed by the COR.
- 1.4.10 Remove all tools, trash, and debris from the work site and contact the COR for final inspection.

## **1.5 Contract Type**

## **1.6 Place of Performance/Hours of Operation**

- 1.6.1 All work is to be performed on site at the U.S. Government facility known as the USA Embassy in Ukraine Compound.
- 1.6.2 The USA Embassy in Ukraine is located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.
- 1.6.3 Contractor personnel will report to the Service Controlled Access Center (SCAC).
- 1.6.4 After checking at the SCAC, delivery and service trucks required for work, tools, and material deliveries will be allowed on the embassy compound.

## **Scope of Work**

- 1.6.5 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 1.6.6 Working hours will be between 8:00 AM and 5:00 PM.
- 1.6.7 Exceptions to specified working hours may be granted by COR and Regional Security Office (RSO) when submitted 48 hours in advance.

## **1.7 Period of Performance**

Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within four (4) consecutive weeks.

## **1.8 Security**

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. Information submitted by the contractor will not be disclosed beyond the Embassy. The contractor shall submit this information including construction vehicle requirements within 10 days of the notice to proceed.

## **1.9 Points of Contact**

Contracting Officer (CO): GSO/Gregory MacDonald

Contracting Officer Representative (COR): Facility Manager/Tommy Heard

Contracting Officer Technical Representative (COTR): FM Supervisor/Igor Serpak

## **1.10 Key Personnel**

CORT (backup): Deputy FM Supervisor/ Oleg Gryb

## **1.11 Quality Control**

The contractor must demonstrate technical experience in the construction trade. Perform work in accordance with construction codes, and norms.

## **2.0 Definitions**

## **3.0 Government Furnished Items**

None

## **4.0 Contractor Furnished Items**

## **Scope of Work**

The contractor shall provide all construction personnel, equipment, materials, tools and supervision as needed to complete the service that meet the technical requirements in this SOW.

### **5.0 Status Reporting**

Status reporting will be at the request of the COR or the COTR and could be daily or more frequently. Daily reporting can be verbally unless the report is expressing a cost increase or change in scope. These reports must be in writing in English and before any cost is incurred.

All cost increases must be approved in advance by the Contracting Officer (CO).

### **6.0 Inspection and Acceptance**

Upon completion of the work, the COR shall inspect all finished works to insure that work was completed in a manner satisfactory to the owner. Any deficiencies in the structure shall be corrected by the contractor at no additional cost to the owner.